



United States
Department of Agriculture

Office of the Chief Information Officer

DN 3300-020

USDA Telecommunications Service Priority (TSP) Management

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U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

DEPARTMENTAL NOTICE		Number: 3300-020
SUBJECT: USDA Telecommunications Service Priority Management	DATE: February 16, 2006	OPI: Office of the Chief Information Officer, Telecommunications Management Division
	CODIFICATION/EXPIRATION: This Notice will expire one year from the date it is signed, unless rescinded or canceled earlier.	

1 PURPOSE

United States Department of Agriculture (USDA) is taking steps to issue guidance for ordering and tracking Telecommunications Service Priority (TSP) circuits. It is important that the USDA have uninterrupted communications capabilities during national disasters or major events. This Departmental Notice (DN) outlines roles and responsibilities of those individuals identified as key participants in the TSP program, which was developed to ensure priority treatment for our Nation's most important National Security and Emergency Preparedness (NS/EP) telecommunications requirements.

This DN establishes the USDA approval process and procedures for requesting TSP provisioning.

2 POLICY

USDA will establish and maintain plans, processes and procedures for emergency communications circuit provisioning in coordination with the National Communications System (NCS) in the Department of Homeland Security (DHS).

The Associate Chief Information Officer for Telecommunications Services and Operations will serve as the USDA Principal to represent the Department on the NCS Committee of Principals (COP) and the USDA Invocation Official. The USDA Principal will designate a USDA Council of Representatives (COR) liaison to the NCS. The USDA COR is responsible for establishing and managing an ongoing program for TSP emergency circuit provisioning that includes training, coordination, validations tracking and reporting.

3 BACKGROUND

The TSP Program provides priority restoration and provisioning of telecommunications services that are vital to coordinating NS/EP. Telecommunications services are defined as the transmission, emission, or reception of intelligence of any nature, by wire, cable, satellite, fiber optics, laser, radio, visual or other electronic, electric, electromagnetic, or acoustically coupled means, or any combination thereof. As a result of hurricanes, floods, earthquakes, and other natural or man-made disasters, telecommunications service vendors may become overwhelmed with requests for new telecommunications services and requirements to restore existing telecommunications services. The TSP Program provides service vendors with a Federal Communications Commission (FCC) mandate for prioritizing service requests by identifying those services critical to NS/EP. A telecommunications service with a TSP assignment is assured of receiving priority attention by the service vendor and is processed by the vendor before a non-TSP service. (See [Appendix A](#))

On November 17, 1988, the FCC issued a Report and Order (FCC 88-341) establishing the TSP Program. The Report and Order established the TSP vendor and Program for NS/EP as an amendment to Part 64 of the Commission's Rules and Regulations (Title 47 CFR). The FCC designated the Executive Office of the President (EOP) as administrator of the TSP Program. The EOP delegated responsibilities to the Manager, NCS, which in turn, assigned the administration and execution of the TSP Program to the Office of Priority Telecommunications (OPT) located at the NCS. (See [Appendix A](#))

The TSP Program is the regulatory, administrative, and operational framework for the priority restoration and provisioning of any qualified NS/EP telecommunications service. NS/EP services are those services used to maintain a state of readiness or to respond to and manage any event or crisis (local, national, or international) that causes or could cause injury or harm to the population, damage to or loss of property, or degrades or threatens the NS/EP posture of the United States. The TSP Program rules, as specified in the TSP Report and Order (FCC 88-341) authorize priority treatment to the following telecommunications services: (See [Appendix A](#))

- a Common carrier services which are interstate and foreign telecommunications services
- b Common carrier services which are intrastate telecommunications services inseparable from interstate or foreign telecommunications services, and intrastate telecommunications services to which TSP priority levels are assigned
- c Services, which are provided by government and/or non-common carriers and are interconnected to common carrier services assigned TSP priority levels.

In addition, priority treatment may be authorized at the discretion of, and upon special arrangements by, the NS/EP TSP Program users involved, to government or non-common carrier services not connected to common carrier provided services; as well as portions of U.S. international services provided by foreign correspondents. (See [Appendix A](#))

Non-federal users may request a TSP circuit with the approval of a Federal agency sponsor. Traditionally, USDA has sponsored circuits for strategic non-federal partners during times of crisis.

USDA has participated in the TSP program since its inception, however recent events have made it evident that the program needs to be further expanded and better defined to reflect changes in available services and office locations.

4 SCOPE

This notice applies to the heads of all USDA agencies and staff offices, Chief Information Officers (CIOs), Telecommunications Mission Area Control Officer's (TMACOs), and other personnel as designated by the USDA representative to the COP.

5 REFERENCES

NCS, Service User Manual for the Telecommunication Service Priority System (TSP), Manual 3-1-1. May 5, 2000

6 DEFINITIONS

- a TSP - The Telecommunications Service Priority (TSP) Program provides National Security and Emergency Preparedness (NS/EP) users with priority restoration and provisioning of telecommunications services that are vital to coordinating and responding to crises. (See [Appendix A](#))
- b Committee Of Principals - The COP is an interagency group that provides advice and recommendations on national security and emergency preparedness telecommunications to the Executive Office of the President. The COP is composed of high-level Government officials representing Federal operational, policy, regulatory, and enforcement organizations. Its representation across 23 Federal departments and agencies embraces the full spectrum of Federal

telecommunications assets and responsibilities. As an interagency group, it serves as a forum for members to review, evaluate, and present views and recommendations on current or prospective NCS programs to the Manager, NCS, the Executive Agent (the Secretary of Homeland Security), and the EOP.

The USDA Principal is responsible for representing the positions of USDA on policy, technical, and programmatic NS/EP telecommunications issues. Principals also participate as members of subordinate groups, as required, and provide guidance and direction to their respective organizations' representatives. (See [Appendix A](#))

- c Council Of Representative - The COR was formally established by the Committee bylaws as a permanent subordinate group to participate in NCS activities. Each department and agency provides a representative to the COR. As needed, the COR establishes technical and planning subcommittees and implementation teams. These subcommittees and teams play an important role in the NCS and its deployment of NS/EP communications programs. (See [Appendix A](#))
- d Invocation Officials - Invocation officials and their delegates are designated individuals with the authority to request TSP provisioning for a telecommunications service. Federal invocation officials may choose to delegate the authority to authorize a priority provisioning to other appropriate individuals within their agencies. Delegates of an invocation official may not further delegate this authority to another individual. Delegates must be SES civilian employees. Delegates may be identified by name or position. Positions that are identified for delegation of authority must always be filled by an SES employee. (See [Appendix A](#))
- e NCS - The National Communications System is located in Arlington, VA. Its mission is to assist the President, the National Security Council, the Director of the Office of Science and Technology Policy and the Director of the Office of Management and Budget in (1) the exercise of the telecommunications functions and responsibilities, and (2) the coordination of the planning for and provision of national security and emergency preparedness communications for the Federal government under all circumstances, including crisis or emergency, attack & recovery and reconstitution. (See [Appendix A](#))
- f Sponsor - All non-Federal TSP requests must be sponsored by a Federal agency. The sponsoring Federal agency ensures the telecommunications service supports an NS/EP function and merits TSP. (See [Appendix A](#))

7 ROLES AND RESPONSIBILITIES

- a The Associate CIO for Telecommunications Services and Operations will:
 - (1) Serve as the USDA Committee of Principals (COP) Member to the NCS.

- (2) Have responsibility for the overall performance and oversight of the TSP program at USDA.
- (3) Serve as the USDA's invocation official for TSP requests to the NCS.
- (4) Designate the USDA Council of Representatives (COR) Member to the NCS.

b The USDA Council Of Representatives (COR) Member will:

- (1) Perform NCS-related functions as assigned by the USDA COP representative, including participating in TSP working groups and subcommittees.
- (2) Designate an alternate COR if the COR is unable to fulfill his or her responsibilities.
- (3) Establish internal processes to assist agencies with the provisioning of TSP circuits including procedures for making requests before, during or after an incident.
- (4) Ensure that agency/staff offices coordinators receive annual refresher training.
- (5) Establish a training and certification program for USDA designated Points-of-Contact (POC)s responsible for managing emergency circuits based on operational needs.
- (6) Establish procedures for tracking all USDA TSP circuits in coordination with the NCS, NTSO and agencies.
- (7) Provide regular reports to NTSO and TSO on:
 - (a) Current certified POC's,
 - (b) POC's contact information,
 - (c) Active circuits, and
 - (d) Location of active circuits.
- (8) Receive all TSP requests from designated personnel.
- (9) Ensure that requests are complete according to well-defined procedures (see attachment B).
- (10) Obtain an authorized signature from the invocation official.
- (11) Forward all approved requests to the NCS for final approval and TSP code(s) for those that are approved by the NCS.
- (12) Forward the TSP code assignments to the requestor.

- (13) Maintain records of active USDA TSP code assignments.
 - (14) Audit agencies/staff offices Continuity of Operations (COOP) and Disaster Plans annually to ensure that agencies'/staff offices' circuits are clearly identified and that their records are current.
- c USDA invocation official will:
- (1) Review all incoming TSP requests for authorization.
 - (2) Designate an alternate invocation official in advance should the invocation official be unable to fulfill his or her responsibilities.
 - (3) Return concurrence or denial of agencies/staff offices TSP to COR.
- d An Agency/Staff Office will:
- (1) Designate a single POC and alternate to serve as the agency/staff office TSP coordinator. The alternate must be located in the U.S. (i.e., the primary POC may be in Washington, D.C. and the alternate may be in Kansas City).
 - (2) Maintain a current inventory of their TSP circuits in their COOP and Disaster Plans.
 - (3) (Preferred Method) Provide a completed, SF - 315 "Telecommunications Service Priority (TSP) System TSP Request For Service Users". See Appendix B.
 - (a) If the preferred method is not used, email the following information:
 - 1 Date service required.
 - 2 Service User ID (if available).
 - 3 Service Location(s):
 - Street address;
 - Building number;
 - Room number; and
 - 24-hour POC each end.
 - 4 Prime vendor POC for provisioning
 - 5 Supplemental information such as:
 - Circuit specifications for provisioning priority only;
 - Justification for requested priority level if higher than qualified for; and

Justification for disapproval or priority level change in sponsorship disposition field.

6 Service user organization

Department/agency and Federal Information Processing Standard (FIPS) code

7 Service User POC

Name and title;

Mailing address, street, city, state, zip;

Telephone number;

24-hour telephone number;

Organization Department/agency and Federal Information Processing Standards code;

Fax number; and

Email address.

8 Agency/Staff Office authorized signature certifying the request.

8 INQUIRIES

Direct all questions concerning this notice to the Telecommunications Policy and Planning Division (TPPD), Telecommunications Services and Operations, Office of the Chief Information Officer.

9 APPENDIX A

A downloadable version of Appendix A, the “*Service User Manual For The Telecommunications Service Priority (TSP) System*” is available at:

<http://www.ncs.gov/library/issuances/NCSM 3-1-1.pdf>

10 APPENDIX B

“Telecommunications Service Priority (TSP) System TSP Request For Service Users.” Standard Form-315.

<div>TELECOMMUNICATIONS SERVICE PRIORITY (TSP) SYSTEM TSP REQUEST FOR SERVICE USERS (See NCS Manual 3-1-1 for instructions before completion.)</div>		<div>Form Approved OMB No. 0704-0305 Expires Sep 30, 2003</div>																								
<div>The public reporting burden for this collection of information is estimated to average 1 hour and 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0305), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</div> <div>PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THIS ADDRESS. RETURN COMPLETED FORM TO ADDRESS BELOW.</div>																										
<div>1. ACTION REQUESTED (Enter applicable code) (If "C" or "D", complete Items 4, 9, 10, 11, and 12 at a minimum.)</div> <div><div>A ASSIGN INITIAL PRIORITY FOR A SERVICE</div><div>C CHANGE TO A SERVICE, SERVICE PRIORITY, OR INFORMATION ABOUT A SERVICE</div><div>D DELETE/REVOKE A SERVICE'S PRIORITY</div></div>																										
<div>2. DATE SERVICE REQUIRED (MMDDYYYY)</div>		<div>3. SERVICE USER SERVICE ID</div>																								
<div>4. TSP AUTHORIZATION CODE (Complete below only if Action Requested in Item 1 is C or D.)</div> <table><tr><td>T</td><td>S</td><td>P</td><td></td><td></td><td></td><td></td><td></td><td></td><td>—</td><td></td><td></td></tr></table>			T	S	P							—														
T	S	P							—																	
<div>5. SERVICE PROFILE (List all profile elements that describe the user's level of support for the service.)</div> <table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																										
<div>6. RESTORATION PRIORITY INFORMATION (Complete ONLY if requesting a restoration priority)</div> <div>a. CATEGORY UNDER WHICH SERVICE QUALIFIES FOR PRIORITY TREATMENT (A, B, C or D)</div> <div>b. CATEGORY CRITERIA UNDER WHICH SERVICE QUALIFIES</div> <div>c. RESTORATION PRIORITY REQUESTED (5, 4, 3, 2, or 1)</div> <div>d. PRIME VENDOR (Company Name)</div>																										
<div>7. PROVISIONING PRIORITY INFORMATION (Complete ONLY if requesting a provisioning priority)</div> <div>a. CATEGORY UNDER WHICH SERVICE QUALIFIES FOR PRIORITY TREATMENT (A, B, C, D, or E)</div> <div>b. CATEGORY CRITERIA UNDER WHICH SERVICE QUALIFIES</div> <div>c. PROVISIONING PRIORITY REQUESTED (5, 4, 3, 2, 1, or E)</div> <div>d. INVOCATION OFFICIAL'S NAME</div> <div>e. INVOCATION OFFICIAL'S TITLE</div> <div>f. TELEPHONE NUMBER (Area Code/Number/Extension)</div> <div>g. HAS THE INVOCATION OFFICIAL AUTHORIZED THIS ACTION? (Y or N)</div>																										
<div>h. SERVICE LOCATIONS (Street Address, Building Number, Room Number, etc.) AND 24-HOUR POINT OF CONTACT FOR EACH END SERVICE LOCATION</div>																										
<div>i. PRIME VENDOR POINT-OF-CONTACT FOR PROVISIONING (Point of Contact Name, Telephone Number, and Company)</div>																										

8. SUPPLEMENTAL INFORMATION *(Provide: (1) circuit specification(s) for provisioning priority only; (2) justification for requested priority level if higher than qualified for; or (3) justification for disapproval or priority level change in sponsorship disposition field (12e).)*

9. SERVICE USER *(Enter applicable code)*

A FEDERAL GOVERNMENT C LOCAL GOVERNMENT E FOREIGN GOVERNMENT G U.S. MILITARY
B STATE GOVERNMENT D PRIVATE SECTOR F OTHER

10. SERVICE USER ORGANIZATION *(Dept/Agency and FIPS Code)*

11. SERVICE USER POINT-OF-CONTACT *(For correspondence regarding this service)*

a. NAME AND TITLE

b. ORGANIZATION *(Dept/Agency and FIPS Code)*

c. (1) MAILING ADDRESS

(2) CITY

(3) STATE

(4) ZIP CODE

d. TELEPHONE NUMBER *(Area Code/Number/Extension)*

e. FACSIMILE NUMBER *(Area Code/Number/Extension)*

f. 24-HOUR TELEPHONE NUMBER *(Area Code/Number/Extension)*

g. ELECTRONIC MAILING ADDRESS

h. SIGNATURE AND DATE: I confirm this is National Security and Emergency Preparedness (NS/EP) service.

12. SPONSORSHIP INFORMATION FOR NON-FEDERAL SERVICE *(To be completed by sponsor)*

a. FEDERAL SPONSORING AGENCY AND FIPS CODE

b. SPONSOR NAME

c. SPONSOR TITLE

d. TELEPHONE NUMBER *(Area Code/Number/Extension)*

e. RECOMMENDED DISPOSITION *(X one)*

☐ APPROVE

☐ DISAPPROVE

☐ APPROVE WITH PRIORITY LEVEL CHANGE

f. SPONSOR SIGNATURE AND DATE: I confirm this is National Security and Emergency Preparedness (NS/EP) service.

Non-Federal users: send form to your Federal Government sponsor.

Federal users or sponsors: send completed form to:

Manager, National Communications System
Attention: Office of Priority Telecommunications
701 South Court House Road
Arlington, VA 22204-2198